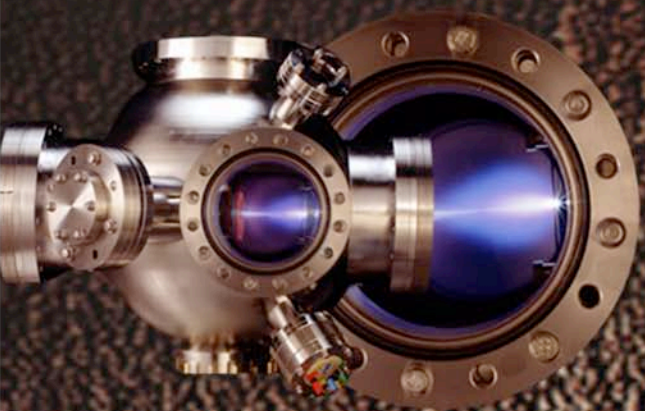


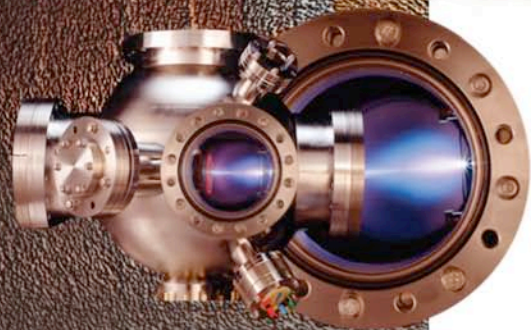


U.S. Department of Energy



Energy-Related Laboratory Equipment OPMO User's Manual





Energy Related Laboratory Equipment

January 2007

Used Energy-Related Laboratory Equipment Grant Program

Vera A. O'Connor, *Program Manager*

U.S. Department of Energy

Sponsored by
Office of Science

Prepared by
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Definitions and Acronyms

Definitions

Eligible institution means any nonprofit educational institution of higher learning, such as universities, colleges, junior colleges, hospitals, and technical institutes or museums located in the United States and interested in establishing or upgrading energy-oriented education programs.

Energy-oriented education program means one that deals partially or entirely in energy or energy-related topics.

Organizational Property Management Officer (OPMO) the key individual at a Field/Operations office with authority for administering the office's personal property management program.

Point of Contact (or **Contact**) is the person who will field questions from potential grantees who want more information on an item of ERLE equipment. (When a FEDS/EADS property report is made, this individual's name, phone number, fax number, and e-mail address is listed in the data base.) In addition, this is the individual with whom ERLE grantees will make packing and shipping arrangements.

Acronyms

CFR - Code of Federal Regulations

DOE - Department of Energy

EADS - Energy Asset Disposal System

ERLE - Energy-Related Laboratory Equipment

FEDS - Federal Disposal System

FSCG 66 - Federal Supply Classification Group 66

GSA - General Services Administration

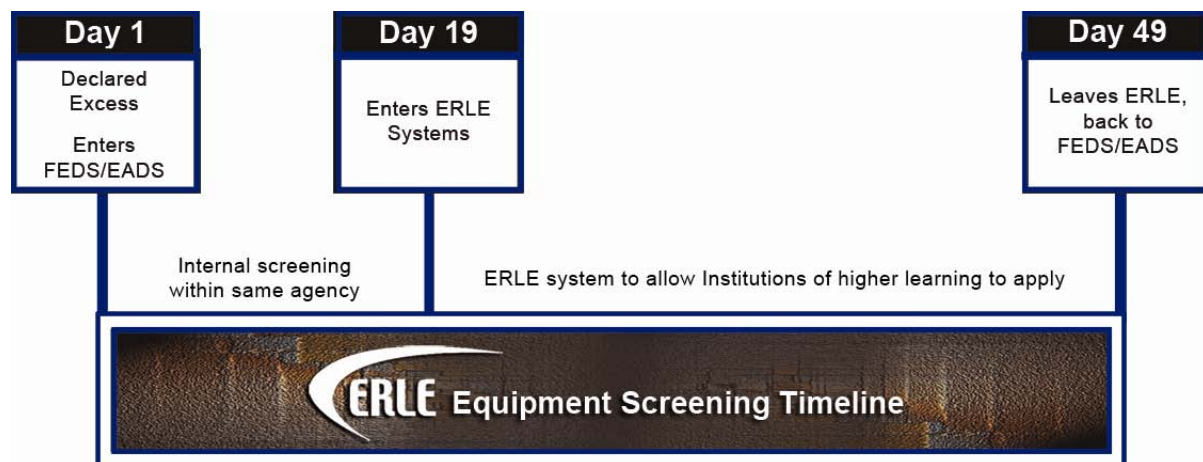
OPMO - Organizational Property Management Officer

Introduction

The used Energy-Related Laboratory Equipment (ERLE) Grant Program was established by the United States Department of Energy (DOE) to grant available excess of used energy-related laboratory equipment to universities and colleges and other nonprofit educational institutions of higher learning in the United States for use in energy oriented educational programs.

An institution is not required to have a currently funded project with DOE to participate in this program.

Equipment listings on the ERLE web site are obtained from the U.S. General Services Administration (GSA) Federal Disposal System (FEDS) Energy Asset Disposal System (EADS). The Federal Supply Group (FSG) classification for Energy-Related Laboratory Equipment (the only type of equipment available for grant through the ERLE program) is Code 66, *Instruments and Laboratory Equipment*. Once equipment is listed, EADS allows 30 days for grantees from eligible institutions to apply for it on the ERLE site.



For more information on the GSA FEDS/EADS system, visit the GSA web site:

http://apps.fss.gsa.gov/Manuals/Eads_Users_guide/

The listing of equipment available through the ERLE grant program is accessible at no cost on the ERLE web site: <http://erle.osti.gov/erle/>. The equipment listed in this database is available for grant; however, specific items may be recalled for DOE use and become unavailable through the program.

Applications for the grant of available equipment should be submitted only by an eligible institution of higher learning via the application form on the ERLE web site. Once an ERLE application is submitted, the responsible DOE Organizational Property Management Officer (OMPO) receives an e-mail notification that an application has been received. The application may be reviewed by going to the "OPMO Administration" link on the ERLE website, logging in, and clicking on the "Approvals Pending" link.

What Are My ERLE Responsibilities?

As an OPMO, your responsibilities range from reviewing ERLE applications from eligible institutions within 14 days of receipt, to ensuring that, after grantees have used ERLE equipment for 1 year, they submit a report of how it was used. If a grantee does not submit a report after one year of using ERLE equipment, you may either pull back the equipment in question or not allow that college/university to apply for more equipment.

Summarized below are OPMO responsibilities:

- Approve/disapprove ERLE grantee applications.
- Sign approved ERLE applications and submit them to the individual listed as the [Contact](#) on the “Equipment Information” page.
- Receive the reports that grantees must submit after one year of using the equipment. A report should describe:
 - a. Any new courses instituted as a result of the grant of the equipment;
 - b. Existing courses which have been expanded as a result of the grant of the equipment;
 - c. Research activities, e.g., thesis titles, journals articles, sponsored research, etc.; and
 - d. Other ways the equipment has been used to enhance courses, e.g., experiments, demonstrations, etc.

Grantee Application Approval Process

Equipment listings on the ERLE web site are obtained from the U.S. General Services Administration (GSA) Energy Asset Disposal System (EADS). Once equipment is listed on the ERLE site, EADS allows 30 days for grantees from eligible institutions to apply for it.

When a grantee submits an application, a notification e-mail is sent to the OPMO. The OPMO has 14 days to approve the application. It is important to review applications within this timeframe; after 30 days of being listed on the ERLE site, the record is sent back to the GSA/EADS.

(See Appendix A for examples of OPMO application approval screens.) To review and approve/disapprove applications:

1. Open the ERLE web site: <http://erle.osti.gov/erle/>
2. Click on the “OPMO Administration” link to open the login page.
3. Login with your username and password.
4. Click on the “Approvals Pending” link.
5. On the “Approvals Pending” page, you will see a table listing all of the applications that you need to review.
6. Click on an “Item Control Number” to open the “ERLE OPMO Approval Form.”
7. Review the form, ensuring that it is complete, that the equipment is available, that the applicant is eligible to receive the equipment, and that the applicant has agreed to [“ERLE Guidelines & Terms and Conditions,”](#) and [“Certification Statement B: Drug-free Workplace”](#).
8. Scroll to “OPMO Approval” at the bottom of the screen.
9. Choose a “Yes” or “No” approval option from the drop-down menu.
10. Print the screen for use in your internal procedures.
11. Click “Submit.”
 - The grantee will be automatically notified by e-mail that the application has been processed.
12. Sign and date the printed document.
 - If the application is approved, the requesting institution must call or e-mail the Point of Contact within one week of accepting the grant. The grantee is responsible for coordinating packing and shipping.
 - Contact information for each item is listed on the “Equipment Information” page, as well as on the grant award e-mail sent to the applicant.
13. Give the signed approval document to the equipment Point of Contact.

Frequently Asked Questions

How do I add/modify OPMO contact list information?

1. Send e-mail to pf-erle@osti.gov.
 - If you are adding and/or changing OPMO contact information, please include name, office, address, telephone number, fax number, and e-mail address.

What Federal Supply Classification Group (FSCG) is approved for grant through the ERLE program?

The classification for Energy-Related Laboratory Equipment (the only type of equipment available for grant through the ERLE program) is FSCG 66, *Instruments and Laboratory Equipment*. The applicable subpart of the 7-1-03 edition of *41 Code of Federal Regulations (CFR)* is quoted below:

41 CFR Ch. 109–50.104 Equipment which may be granted.

Generally, equipment items classified in FSCG 66, Instruments and Laboratory Equipment, are eligible for granting under this program. Other selected items designated by the Office of Laboratory Policy and Infrastructure Management and approved by the DPMO, are made available under the program.

41 CFR Ch. 109–50.104 Equipment which may not be granted.

Equipment which will not be granted include:

- (a) Any equipment determined to be required by DOE direct operations or DOE designated contractors; or
- (b) General supplies, such as Bunsen burners, hoods, work benches; office equipment and supplies; furniture; drafting supplies; refrigerators; tools; presses; lathes; furnaces; hydraulic and mechanical jacks; cranes; and hoists.

What do I need to do if I get a new site code for my site?

If your site receives a new site code (the first six digits of an item's Control Number), send an e-mail to pf-erle@osti.gov so the code can be added to the ERLE database.

What happens if more than one institution applies for an item of equipment?

The submitted applications are date and time stamped. The first application received is given first consideration.

What if a grantee needs to withdraw an application, or declines equipment after it has been approved for their site and it needs to be put back on the availability list?

- If the OPMO is notified, he/she needs to send an e-mail to:
 - The Point of Contact **and** pf-erle@osti.gov
- If the Point of Contact is notified, he/she needs to send an e-mail to:
 - The OPMO **and** pf-erle@osti.gov

What happens if the GSA recalls an item of equipment?

- Send e-mail to pf-erle@osti.gov

What if I forget to print the approved application before clicking “submit”?

1. Click on the “OPMO Administration” link.
2. Login with your username and password to open the “ERLE OPMO Site” page.
3. On the “ERLE OPMO Site” page, click on the “Item Details” link.
4. Input the item control number of the application you want to print.
5. Print the approved application.

How do I view previously approved applications for my site?

1. Click on the “OPMO Administration” link.
2. Login with your username and password to open the “ERLE OPMO Site” page.
3. On the “ERLE OPMO Site” page, click on one of the following:
 - Item Detail - Enter an “Item Control Number” to retrieve an individual application (unapproved applications may also be retrieved).
 - Annual Report - Enter a date range and the six-digit site code to run a report on applications that were approved or disapproved by your OPMO site office.

What if a grantee does not submit a report after one year of using ERLE equipment?

If you don't receive a report, you may either pull back the equipment in question or not allow that college/university to apply for more equipment.

What if a potential applicant wants more information on an item of equipment?

Specific questions concerning equipment should be directed to the Point of Contact, listed on the “Equipment Information” page.

Appendix A

ERLE OPMO Approval Screens

The screenshot shows a web browser window titled "OPMO Login - Microsoft Internet Explorer". The address bar displays "http://erle.osti.gov/erle/opmo_login.asp". The page features a dark sidebar on the left with the ERLE logo and a list of links: Home, Guidelines/FAQ, Search Equipment, Application Process, On Line Application, OPMO Administration, and OPMO Address List. The main content area has a header "OPMOs" and a "Please Log in" section with input fields for "User ID:" and "Password:", followed by "Submit" and "Reset" buttons. Below the login fields, there are links for users who forgot their username or password or need to change their email address, and a section for users needing to change their OPMO contact information, which includes a link to send an email to pf-erle@osti.gov and a note that contact information should include name, office, address, telephone number, fax number, and email address. At the bottom, there is a footer with contact information for Vera A. O'Connor and Gloria R.S. Young, and links to "Website Policies and Important Links" and "Help".

OPMO Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://erle.osti.gov/erle/opmo_login.asp

Google Go Links Settings

ERLE
U.S. Department of Energy

OPMOs

Please Log in

User ID:

Password:

Forgot your username or password or need to change your e-mail address?

- [Send e-mail to pf-erle@osti.gov](mailto:pf-erle@osti.gov).

Need to change OPMO contact (i.e., e-mail, name, telephone number) information?

- [Send e-mail to pf-erle@osti.gov](mailto:pf-erle@osti.gov).
- If you are adding and/or changing OPMO contact information please include name, office, address, telephone number, fax number, and e-mail address

Maintained by the Office of Scientific and Technical Information

Vera A. O'Connor, Program Manager, phone: 202-586-9742, vera.oconnor@science.doe.gov
Gloria R.S. Young, Website Project Manager, phone: 865-576-8411, pf-erle@osti.gov

[Website Policies and Important Links](#) [Help](#)

Figure 1
OPMO Login page

ERLE OPMO Approval Screens, continued

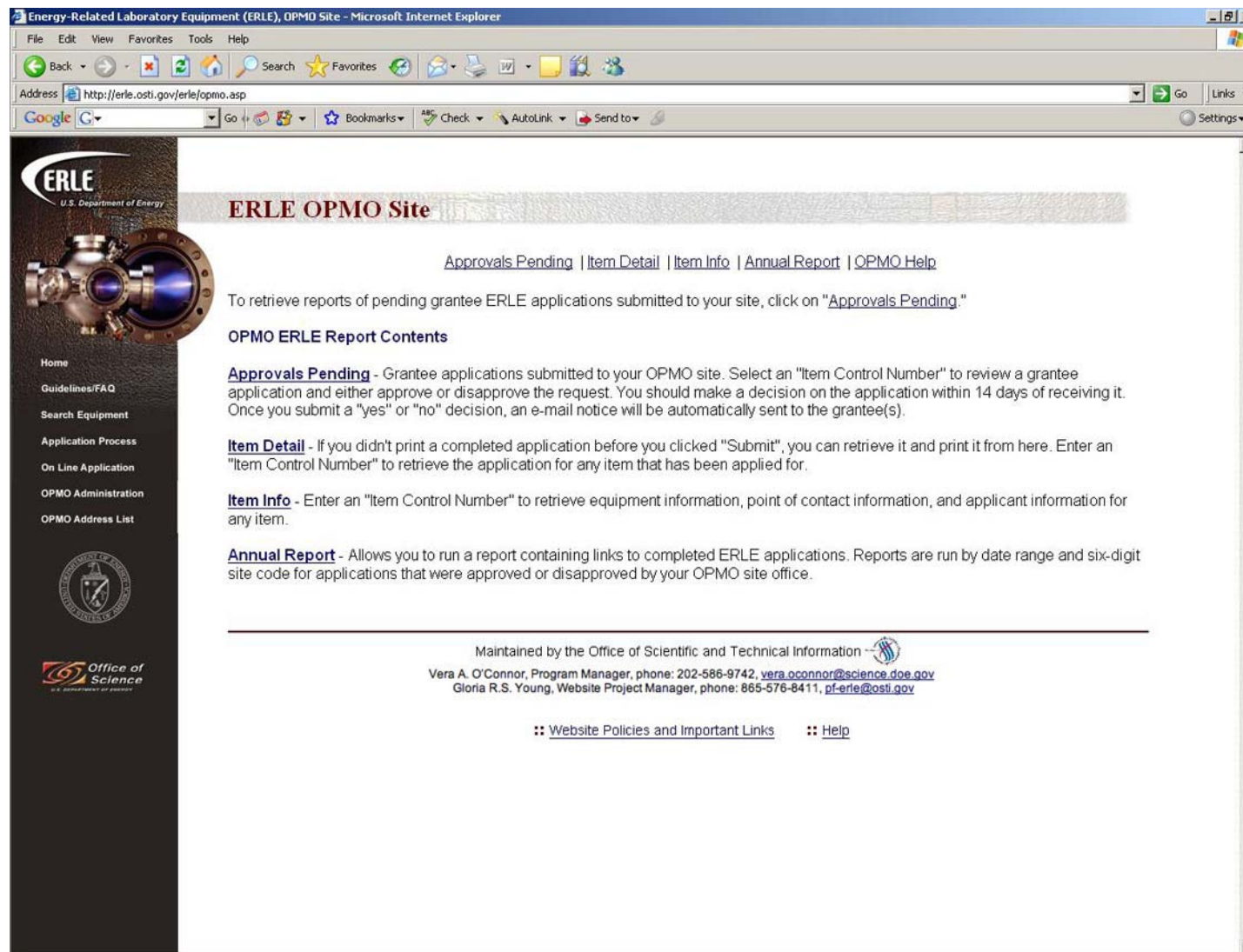
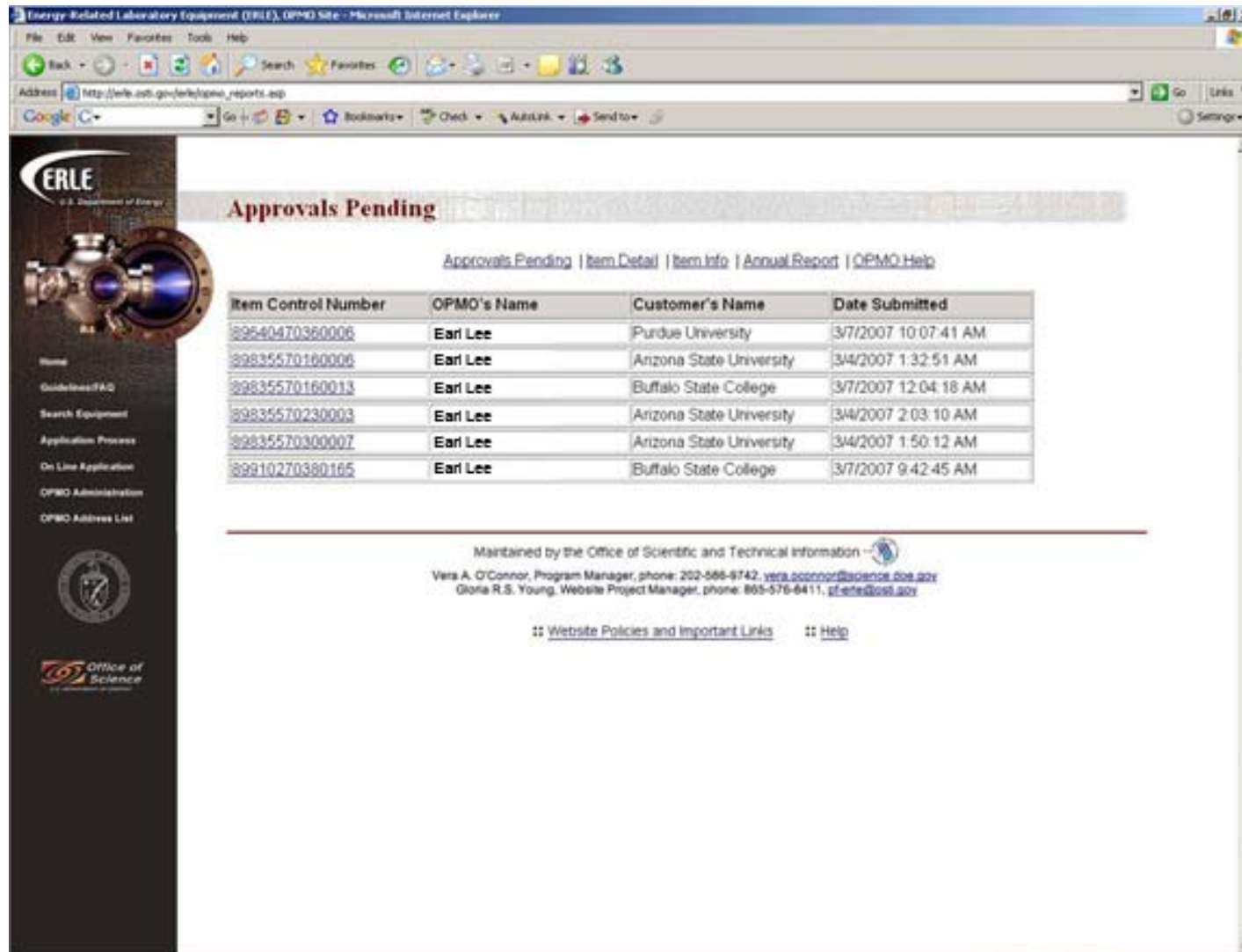


Figure 2
OPMO Administration page

ERLE OPMO Approval Screens, continued



Energy Related Laboratory Equipment (ERLE) OPMO Site - Microsoft Internet Explorer

Address: http://erle.osti.gov/opmo_reports.asp

Approvals Pending

[Approvals Pending](#) | [Item Detail](#) | [Item Info](#) | [Annual Report](#) | [OPMO Help](#)

Item Control Number	OPMO's Name	Customer's Name	Date Submitted
89540470360006	Earl Lee	Purdue University	3/7/2007 10:07:41 AM
89835570160006	Earl Lee	Arizona State University	3/4/2007 1:32:51 AM
89835570160013	Earl Lee	Buffalo State College	3/7/2007 12:04:18 AM
89835570230003	Earl Lee	Arizona State University	3/4/2007 2:03:10 AM
89835570300007	Earl Lee	Arizona State University	3/4/2007 1:50:12 AM
89910270380165	Earl Lee	Buffalo State College	3/7/2007 9:42:45 AM

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Vera A. O'Connor, Program Manager, phone: 202-586-9742, vera.oconnor@science.doe.gov
Gloria R.S. Young, Website Project Manager, phone: 865-576-6411, glr@osti.gov

[Website Policies and Important Links](#) [Help](#)

Office of Science

Figure 3
Approvals Pending page

ERLE OPMO Approval Screens, continued

Energy-Related Laboratory Equipment (ERLE), Administration Site - Microsoft Internet Explorer

Address: <http://erle.doe.gov/erle/opmoappl.asp?micnum=89640470360006>

ERLE
U.S. Department of Energy

ERLE OPMO Approval Form

[Approvals Pending](#) | [Item Detail](#) | [Item Info](#) | [Annual Report](#) | [OPMO Help](#)

Please verify the Item Control Number
Item Control Number: 89640470360006

College/University Information

College/University Name: Purdue University
Equipment Description: CHASSIS 4U WITH 450 PWR SUPPLY
Department Name: Chemistry
Department Head Name: Dr. Timothy Zwiier

Applicant's Information

First Name: Darrel Middle Int.: D Last Name: Dirksen
Address1: 560 Oval Dr. 1393 Chemistry Dept.
Address2:
Building: WTHR
City: West Lafayette State: IN Zip: 47907
Telephone Number: (765) 494-5211
Fax Number: (765) 494-5498
Email Address: ddirksen@purdue.edu

Grantee/Customer is required to pay Shipping Cost

Method of Shipment: UPS
Account Number: 441532
Purchase Order:
Shipping Address: 560 Oval Dr. 1393 Purdue University WTHR
City, State & Zip: West Lafayette, IN 47907

Description of how equipment will be used: Equipment to be used in labs to run instruments, testing and experimental data.

Description of any equipment granted by the ERLE Program in the last 3 years: Too numerous to mention - flow hoods, testing equipment, weather data gathering instruments etc.

Do you agree with the following Department's Certifications	Yes	ERLE Guidelines
	Yes	Drug Free Certification

OPMO Approval: Yes

OPMO / ERLE Grant Manager Signature: _____ Date: _____

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Gloria R.S. Young, Website Project Manager, phone: 865-576-8411, glr@erle.doe.gov

[Website Policies and Important Links](#) [Help](#)

Figure 4
OPMO Approval Form

ERLE OPMO Approval Screens, continued

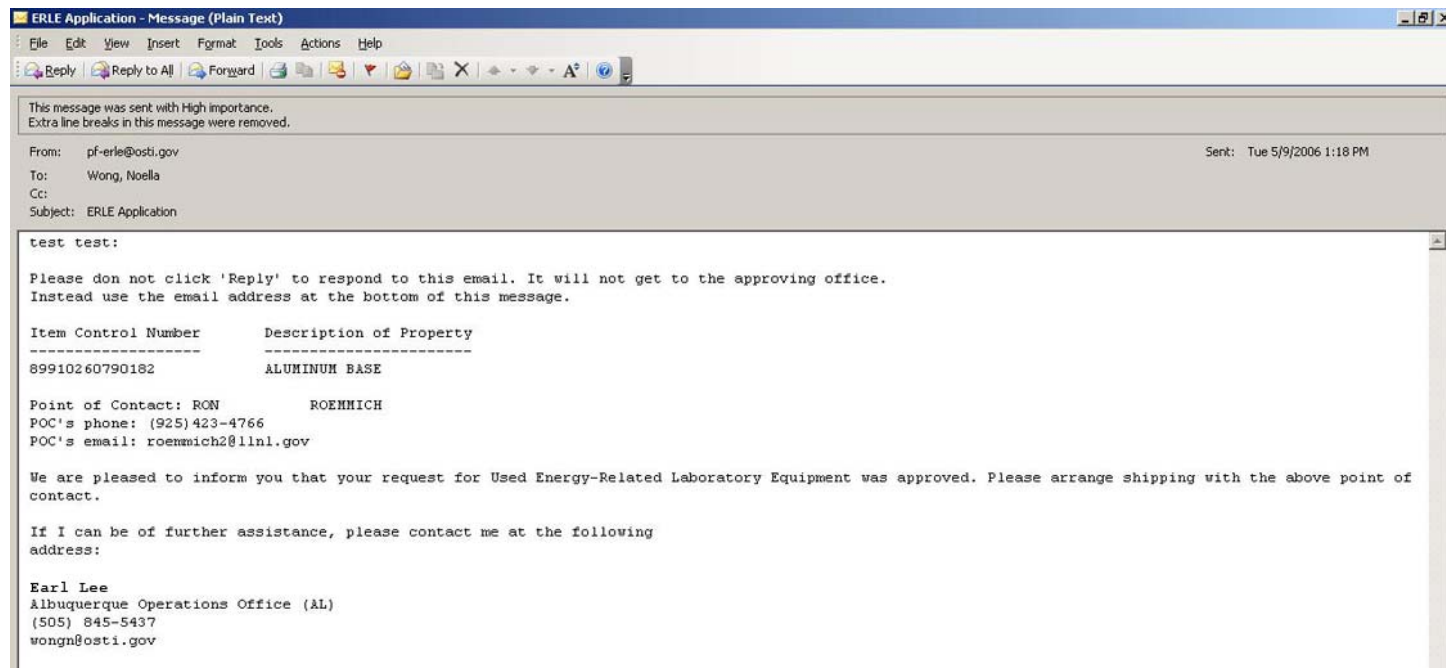


Figure 5
Applicant Notification E-Mail

Appendix B

ERLE Guidelines & Terms and Conditions

ERLE Eligibility Guidelines

Any non-profit, educational institution of higher learning, such as a university, college, junior college, technical institute, museum, or hospital, located in the U.S. and interested in establishing or upgrading energy-oriented educational programs in the life, physical, and environmental sciences and in engineering is eligible to apply. An institution is not required to have a current DOE grant or contract to participate in this program. An energy-oriented program is defined as an academic research activity dealing primarily or entirely in energy-related topics.

Application reviews and grant awards are performed on a first-received, first-qualified basis.

Certification Statement A: Terms and Conditions

When a grant is executed, the following Terms and Conditions apply:

1. The term "grantee" as used herein means the educational institution receiving the grant. The term "DOE" means the United States Department of Energy and its duly authorized representatives. The phrase "persons acting on behalf of DOE" includes authorized contractors of DOE and their duly authorized representatives. The term "equipment" as used herein means the used items described on the face hereof as the item(s) being granted. The term "DOE facility" means the laboratory, plant, or office operated by or on behalf of DOE, in possession of and/or responsible for each item of equipment shown on the face hereof.
2. The grantee understands that DOE may fulfill its obligations under this grant through any DOE facility(ies).
3. The grantee agrees to pay for all costs of packing, normal and special handling, crating and shipping, and agrees to coordinate the costs and any payments with the DOE facility.
4. The grantee is responsible for any repair and modification costs to any equipment received under this grant.
5. The grantee agrees to provide shipping instructions to and arrange for the payment of shipping costs with the cognizant DOE facility(ies) within one week from acceptance of this grant.
6. Neither the U.S. Government, DOE, nor persons acting on behalf of DOE make any warranty or other representation express or implied that the equipment granted under this program will accomplish the results for which it is requested or intended.
7. The grantee hereby releases and agrees to hold the U.S. Government, DOE, or persons acting on behalf of DOE harmless from any and all liability of every kind and nature whatsoever resulting from the receipt, shipping, installation, operation, handling, use, and maintenance of the equipment after said equipment is physically removed from the DOE facility(ies).

ERLE Guidelines & Terms and Conditions, continued

8. The grantee will utilize the granted equipment primarily for energy-related instructional purposes in regularly scheduled laboratory and instructional courses and associated activities.
9. Title to the equipment granted hereunder shall vest in the grantee upon delivery of said equipment by FOB carrier from the DOE facility.
10. The grant of any nuclear equipment granted hereunder does not relieve the grantee from complying with the Atomic Energy Act of 1954, as amended, and the regulations issued pursuant thereto, including any requirements for permits and licenses, with respect to such equipment (in particular, regulations of the Nuclear Regulatory Commission, Chapter 1, Title 10, Code of Federal Regulations).
11. The disposition of any patents or inventions or discoveries resulting from the use of the equipment granted hereunder shall be the responsibility of the grantee, provided that the grantee shall give the U.S. Government an irrevocable, royalty-free non-exclusive license for the use of such inventions or discoveries for governmental purposes. The grantee hereby waives all claims for damages under Section 183 of Title 35 U.S. Code by reason of the imposition of any secrecy order on any patent application, and also any claim for just compensation or award, under the Atomic Energy Act of 1954, as amended, with respect to any invention or discovery made or conceived in the course of or in connection with work performed with the granted equipment.
12. The grantee agrees to comply with Title 10--Energy CHAPTER II--DEPARTMENT OF ENERGY, PART 600--FINANCIAL ASSISTANCE RULES, http://www.access.gpo.gov/nara/cfr/waisidx_04/10cfr600_04.html, a copy of which is furnished to the grantee.
13. At the end of the first year of use of the equipment, the institution agrees to provide DOE with a report on the use of the equipment. Such reports will describe:
 - Any new courses instituted as a result of the grant of the equipment;
 - Existing courses which have been expanded as a result of the grant of the equipment;
 - Research activities, e.g., thesis titles, journals articles, sponsored research, etc.; and
 - Other ways the equipment has been used to enhance courses, e.g., experiments, demonstrations, etc.
14. The grantee in signing this grant accepts the grant, its terms, and conditions and acknowledges that this agreement and the application referenced herein comprise the local agreement between the grantee and DOE.

ERLE Guidelines & Terms and Conditions, continued

Specific questions concerning equipment should be directed to the DOE organization responsible for the item(s) under consideration. Contact information is listed on the "Equipment Information" page.

General ERLE program inquiries may be made to:

U.S. Department of Energy
Office of Science
1000 Independence Avenue, S.W.
Washington, D.C. 20585
ATTN: Vera A. O'Connor
Program Manager
ERLE Program
(202) 586-9770
vera.oconnor@science.doe.gov

Appendix C

Certification Statement B: Drug-Free Workplace

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), and is implemented through additions to the Department and Suspension regulations, published in the Federal Register on January 31, 1989.

An organizational applicant certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the grantee's policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program;
 - d. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Requiring that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as condition of employment under the grant, the employee will:
 - a. abide by the terms of the statement; and
 - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
5. Notifying the agency within ten days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction.
6. Taking the following actions, within 30 days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - a. taking appropriate personnel action against such an employee, up to and including termination; or
 - b. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Place of Performance: The applicant shall insert in the space provided below¹ the address of the site(s) for the performance of work done in connection with the specific grant (street address, city, county, state, zip code).

Certification Statement B: Drug-Free Workplace, continued

This assurance is given in connection with any and all financial assistance from the Department of Energy after the date this form is signed.² This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears below.²

1. The original published statement provides space for requested information. ERLE applicants must fill in all required information in the on-line form before submitting an application.

2. The original published statement provides space for signatures. ERLE requires that applicants agree to compliance by selecting "Yes" at the bottom of the application.